

Milestones Area Agency on Aging
Board of Directors
April 22, 2014

Ainsworth Four Corners
Restaurant and Fuel Stop
3112 Hwy 92
Ainsworth, IA 52201

Notice is hereby given that the April meeting of the Milestones Area Agency on Aging Board of Directors will be held on Tuesday, April 22, 2014 at 10 AM in a meeting room of the Ainsworth Four Corners Restaurant.

- I. Call to Order
- II. Roll Call – Secretary
- III. Approval of Minutes – Meeting minutes of March 13, 2014
Draft copy of Advisory Council Meeting minutes for March 10, 12 and 13, 2014 – enclosed - FYI
- IV. **Reports** – If reports are not completed at time of packet mailing – they will be handouts at meeting.
 - a. Financial Reports – Tina Jaegers
 - I. Financial Report - YTD March, 2014 - enclosed
 - II. Accounts Payable – February 2014 – enclosed**Action:** Approve Financial Report to include February and March, 2014 accounts payable.
 - b. Nutrition Program – Pam Taylor
 - I. Meal Information Report February, 2014 – enclosed
 - II. Meal Information Report March, 2014 -- handout – receive for information**Action:** Accept for information
 - c. Case Management – Kim Goering
 - I. Client information – YTD 3/31/14 – enclosed – receive for information**Action:** Accept for information
 - d. Options Counseling – Kim Goering – enclosed – receive for information
 - I. Report – YTD 3/14**Action:** Accept for information
- V. **Old Business**
 - a. Update on Ottumwa/Wapello County - Agreement with Salvation Army and Eddyville American Legion – enclosed – Pam T.
Action: Approve Agreement with Salvation Army and Eddyville American Legion
 - b. Policy to donate sick leave time to other employee and Vacation and Sick Leave accrual – enclosed – Christa
Action: Approve proposed policy
 - c. Sole Source Justifications – enclosed - Connie
Action: Approve Sole Source Justifications
- VI. **New Business**
 - a. Luther Knoll request to increase serving day – enclosed – Pam T.
Action: Approve request to increase one service day.
 - b. BOD Term – Christa

Three Board member's terms will expire on June 30, 2014 (Christy Davis, Jim Howell, and Lloyd Hahn) All are eligible to serve another 3 year term (July 1, 2014 – June 30, 2017.) Application/Nomination form is enclosed.

Action: Please complete form if you wish to serve another term and send to CEO. The Board President will appoint members based on application/nomination. Members will be seated at the Annual Meeting, June 22, 2014 at which time election of Officers will take place. Each officer shall hold office for a period of one year. President may not serve more than three consecutive terms. There is no limitation on the terms of office for other officers. New Release will be sent announcing seat availability – also Advisory County members will be informed of seat availability.

c. Weather Closures Policy – enclosed – Jeri

Action: Approve proposed policy

d. Proposed Employee Handbook changes effective 7/1/2014– enclosed – Jeri

Action: Approve changes to Employee Handbook.

e. Approval of items to comply with IAC 17 – 6.10(231) – AAA Procedure Manual – enclosed – Connie

The Iowa Department on Aging (IDA) includes in the Iowa Administrative Code (IAC) request items to be included in Area Agency on Aging procedures Manual. Enclosed is our compilation of policy/procedures to meet the requirements. IDA will be conducting on-site visit on May 13 & 14, 2014. Anticipate they will want to review these.

Action: Approve IAC proposed policies

f. Approval of Fiscal Policy/Procedure Manual – enclosed – Tina

Action: Approve Fiscal Policy/Procedures Manual

VII. Items of Interest

a. Letter from Muscatine County Board of Supervisors – enclosed – Christa and Bob

VIII. Next meeting – Tuesday, June 24, 2014 – location - tba

IX. Adjournment